

MINUTES
VICTOR VALLEY COLLEGE

MARCH 29, 2018
2:45 PM

1. CALL TO ORDER

The meeting was called to order at 2:45 p.m. by, Chairperson.

MEMBERS PRESENT: Debra Blanchard, Chairperson, Patty Golder, Lisa Harvey, Richard Cerreto, Jeanine Speakman, Jackie Stahlke, Leslie Huiner, Pam James, Scott Jones and Sandy Visser

MEMBERS ABSENT: Greg Jones **GUESTS:** Reba Pugliese

2. ANNOUNCEMENT OF ADDITIONS/DELETIONS/CORRECTIONS TO AGENDA:

Additions:

Action Item: 7.4 Business A.S. degree for deactivation

Discussion item: Cooperative education catalog description

Corrections:

6.4 and 6.7 Should be ENGL 101 and not EGNL 101

6.5 and 6.8 Should be ENGL 101H and not EGNL 101H

3. ANNOUNCEMENT COURSE DEVELOPERS MAY COMMENT OR EXPLAIN AGENDA ITEMS.

None

4. MINUTES:

4.1 Minutes from March 22, 2018

It was MSC (L. Harvey/P. Golder, 9/0) to approve as corrected

Correction in 6.21 discussion: Changing "specific assignments" to "prescribed assignments".

5. CONSENT AGENDA:

None

6.0 ACTION ITEM:

COURSES:

6.1 BIOL 202 Biology of Organisms

It was MSC (L. Harvey/R. Cerreto, 9-0) to approve as course update: 96-108 out-of-class hours, instructional objectives, SLO's, assignments, methods of instruction, textbook update

6.2 BIOL 202 Biology of Organisms

It was MSC (L. Harvey/P. James, 9-0) to approve Perquisite: MATH 90S

Discussion:

It was suggested that it should say MATH 90 or higher. Lisa Harvey, chair of biology, decided to leave it like it is right now and Lisa will take it back to the faculty and discuss the math placements pathways.

6.3 CHDV 141 Basic of School-Age Child Care

It was MSC (S. Visser/L. Huiner 9 -0) to approve course update: instructional objectives, assignments, textbook update, distance education description update

6.4 CHDV 141 Basic of School-Age Child Care

It was MSC (S. Visser/J. Stahlke, 9 -0) to approve recommended preparation: ENGL 101

6.5 CHDV 141 Basic of School-Age Child Care

It was MSC (S. Visser/S. Jones, 9 -0) to approve recommended preparation: ENGL 101H

Discussion: It was noted that some prerequisite updates/revisions are indicated in the Course Outline of Record (COR) with an implementation date of spring, summer, winter and fall. We have a local policy that all requisites will be effective in the fall semester after they have been reported to the Chancellor's office in summer (June, July or August).

6.6 CHDV 200 Teaching in a Diverse Society

It was MSC (S. Visser/J. Speakman, 9-0) to approve course update: instructional objectives, assignments, textbook update, distance education description update.

6.7 CHDV 200 Teaching in a Diverse Society

It was MSC (S. Visser/L. Harvey, 9 -0) to approve recommended preparation: ENGL 101

6.8 CHDV 200 Teaching in a Diverse Society

It was MSC (S. Visser/P. Golder, 10 -0) to approve recommended preparation: ENGL 101H

6.9 FREN 102 Elementary French

It was MSC (P. Golder/P. James, 9 -0) to approve course update: 96-108 out-of-class hours, instructional objectives, SLO's, assignments, methods of instruction, methods of evaluation, textbook update

6.10 FREN 102 Elementary French

It was MSC (P. Golder /L. Harvey, 9 -0) to approve as corrected prerequisite: FREN 101

A question was asked regarding the inclusion of Advanced Placement scores on the COR under prerequisites. It was indicated that if faculty put the Advanced Placement (AP) scores in the COR they would have to update the COR annually to reflect any new AP scores.

There was a discussion on there being 2 FREN 101 prerequisites on the COR and was decided to combine the prerequisites to make them one.

6.11 FREN 102 Elementary French

It was MSC (P. Golder /J. Stahlke, 9 -0) to approve distance education

6.12 KIND 162A Introduction to Ballroom Dance

It was MSC (R. Cerreto/J. Speakman, 9 -0) to approve course update: instructional objectives, SLO's, assignments, textbook update

6.13 KIND 162B American Rhythm Ballroom Dance

It was MSC (R. Cerreto/S. Visser, 9 -0) to approve as corrected course update: course description, instructional objectives, SLO's, course content, assignments, and textbook update
KIND classes are not approved to be on the ADT Title 5 Category is being updated to remove AA-T, AS-T (ADT)

6.14 NURS 138 Cooperative Education Nursing

It was MSC (L. Harvey/R. Cerreto, 9 -0) to table course update: course description, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation

6.15 RSPT 138 Cooperative Education Respiratory Therapy

It was MSC (S. Jones/P. James, 9-0) to approve course update: course description, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation

Discussion:

It was noted (copy of email from Lorena Dorn to Debra Blanchard) that the catalog committee does not want to have Cooperative Education (COOP) catalog descriptions refer to a page since the page number will change in every catalog. Some members of the committee would like all COOP classes to change their catalog description to the current schedule description. It was stated that we are held to a standard to have a proper catalog description for all courses in the catalog. It was suggested that the course be tabled so that the chair could speak with J. Wendt about the issue.

It was MSC S. Jones and P. James 8-1 to table. Leslie Huiner opposed
6.16 **SPAN 125 Conversational Spanish**
It was MSC (P. Golder/R. Cerreto, 9 -0) to approve course update: 96-108 out-of-class hours, instructional objectives, assignments, methods of instruction, methods of evaluation, textbook update

6.17 **SPAN 125 Conversational Spanish**
It was MSC (P. Golder/R. Cerreto, 9 -0) to approve distance education

TABLED COURSES:

6.18 **ESL 30A Intermediate Pronunciation I**
It was MSC (P. Golder/R. Cerreto, 9 -0) to table course update: course description, instructional objectives, SLO's, course content, assignments, methods of instruction, methods of evaluation, textbook update.

It was MSC (P. Golder / S. Jones 9-0) to bundle 6.18, 6.19, 6.20, and 6.21
It was MSC (J. Stahlke/ R. Cerreto 9-0) to approve this bundle (1)

6.19 **ESL 30A Intermediate Pronunciation I**
It was MSC (J. Stahlke/ R. Cerreto 9-0) to table recommended preparation: ESL 25 (bundle 1)

6.20 **ESL 30A Intermediate Pronunciation I**
It was MSC (J. Stahlke/ R. Cerreto 9-0) to table recommended preparation: qualifying placement score (bundle 1)

6.21 **ESL 35A Low Intermediate Listening & Speaking Level Three**
It was MSC (J. Stahlke/ R. Cerreto 9-0) to table course update: title change, 96-108 out-of-class hours, course description, instructional objectives, SLO's, course content, assignments, and textbook update (bundle 1)

6.22 **ESL 35A Low Intermediate Listening & Speaking Level Three**
It was MSC (J. Stahlke/ R. Cerreto 9-0) to table recommended preparation: equivalent coursework (bundle 1)

6.23 **ESL 37A Low Intermediate Writing & Grammar**
It was MSC (J. Stahlke/ R. Cerreto 9-0) to table recommended preparation: equivalent coursework (bundle 1)

7. **PROGRAMS/CERTIFICATES:**
It was MSC (S. Jones/ R. Cerreto 9-0) to bundle 7.1, 7.2, 7.3, and 7.4
It was MSC (J. Stahlke, S. Jones 9-0) to approve this bundle (2)

7.1 **Expanded Animation Technician Softimage**
It was MSC (J. Stahlke, S. Jones 9-0) to approve certificate deactivation (bundle 2)

7.2 **Visual Communication Graphic Design**
It was MSC (J. Stahlke, S. Jones 9-0) to approve certificate deactivation (bundle 2)

7.3 **Visual Communication Print Production**
It was MSC (J. Stahlke, S. Jones 9-0) to approve certificate deactivation (bundle 2)

7.4 **Business A.S. Degree**
It was MSC (J. Stahlke, S. Jones 9-0) to approve degree deactivation (bundle 2)

TABLED PROGRAMS/CERTIFICATES

None

8. INFORMATION/DISCUSSION

Extra meetings for certificates – VP of Instruction (VPI) has asked the chair if the curriculum committee would have extra meetings in order to approve the certificates that need to be updated for the curriculum alignment project. The committee discussed a variety of dates and it was decided to temporarily set a meeting for June 5th, at 2:45. The chair will report to VPI that there are three meetings in May and will do one June 5th if needed.

When the course prefixes are changed in curricunet they automatically change in the certificate -

It has not been determined exactly when the change occurs so we still need some information on the issue.

T.O.P. codes (Taxonomy of Programs) for certificates and degrees – Currently the faculty do not have any input on top codes for certificates and degrees. Committee agreed that faculty should be able to select TOP codes for degrees and certificates. Chair indicated that starting in the fall TOP CODES will be added to the degrees and certificate work pages so the faculty will be able to determine which TOP code is best for their certificate.

Cooperative education catalog description -

Discussion noted in 6.14 of these minutes.

9. PUBLIC COMMENTS RELATED TO NON-AGENDA ITEMS:

None

10. ADJOURNMENT

The meeting was adjourned at 3:54 p.m.